CHECKLIST

Checklist: Declining a Commission

- [ ] Read the brief and decide within two working days whether it fits your schedule and terms.
- [ ] Give one brief reason for declining without blaming the client.
- [ ] Suggest another artist, a later timeline or a revised scope where possible.
- [ ] Send the message and add the exchange to your records.
- [ ] If the client replies with pressure, restate your position once and close the conversation.
- [ ] Follow up with any artist you referred to see whether the client made contact.
- [ ] Review declined commissions every few months to spot patterns in your practice.